

# THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

## BY-LAW NO. 35/2011

*Being a By-law to Establish and Adopt the Terms of Reference for the Heritage Port Hope (HPH) Advisory Committee for the Corporation of the Municipality of Port Hope.*

WHEREAS Section 28 of the Ontario Heritage Act R.S.O. 1990, Chapter O.18 provides that the Council of a municipality may by by-law establish a municipal heritage committee to advise and assist the Council on matters relating to Part IV and Part V of the Ontario Heritage Act and such other heritage matters as the Council may specify by by-law;

AND WHEREAS the Council of the Corporation of the Municipality of Port Hope deems it advisable to enact a By-law for the operation of the Heritage Port Hope (HPH) Advisory Committee;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE ENACTS AS FOLLOWS:

1. Committee Title

That a Committee to be known as the Heritage Port Hope (HPH) Advisory Committee is hereby established.

2. Definitions

That the definitions as outlined in the Corporation of the Municipality of Port Hope Procedural By-law shall apply and that in this By-law:

- 2.1 “Council” shall mean the Municipal Council of the Corporation of the Municipality of Port Hope.
- 2.2 “Chief Building Official” shall mean the Chief Building Official for the Corporation of the Municipality of Port Hope.
- 2.3 “Treasurer” shall mean the Treasurer for the Corporation of the Municipality of Port Hope.
- 2.4 “Committee Treasurer” shall mean the Treasurer for the Heritage Port Hope Advisory Committee.

3. Policies/Procedures

- 3.1 That the rules and regulations of the Corporation of the Municipality of Port Hope Procedural By-law, shall govern all proceedings of the Heritage Port Hope (HPH) Advisory Committee.
- 3.2 That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation’s Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.
- 3.3 That the Heritage Port Hope (HPH) Advisory Committee is established, with a direct reporting relationship to Council, to advise and assist Council on all matters within the jurisdiction of the Council of the Municipality of Port Hope under the Ontario Heritage Act, as amended from time to time.

4. Records

That the records of the Heritage Port Hope (HPH) Advisory Committee shall be retained and preserved in accordance with the provisions of the Municipality of Port Hope Records Retention By-law.

5. Composition

That the Heritage Port Hope (HPH) Advisory Committee shall consist of not more than ten (10) members appointed by Council as follows:

- 1 member of Council
- 9 members who are residents and/or ratepayers of the Municipality, being a minimum of 18 years of age, and are not employees of the Municipality.

All being voting members

Ex-officio

The Chief Building Official or designate shall be an ex-officio member of the Heritage Port Hope (HPH) Advisory Committee who shall act in an advisory capacity and shall be a non-voting member.

6. Term of Office

That members at large shall be appointed by Council for staggered terms, consistent with intervals for the term of office of Council, or until their successors are appointed. Council may reappoint any member whose term has expired and otherwise has discretion in filling any vacancy by appointment for the remainder of any applicable term. There shall be no limit on the number of terms a member may be appointed and all appointments shall be at the discretion of Council. In the event a Committee member resigns prior to the completion of their term, a replacement appointed by Council, will assume the duties to the completion of the term.

7. Mandate

That the Goals, Mandate and Terms of Reference of the Heritage Port Hope (HPH) Advisory Committee are set out in Schedule "A" attached hereto and forming part of this By-law. The Heritage Plaque Protocol is attached hereto as Schedule B and forming part of this By-law.

That in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of Port Hope.

8. Communications Protocol (relating to Development proposals under review by the Municipality)

The Heritage Port Hope Advisory Committee shall adhere to the Heritage Port Hope Consultation / Communications Protocol attached hereto as Schedule "B".

9. Repeal of By-laws

That By-law 77/2007 pertaining to the establishment of the Heritage Port Hope (HPH) Advisory Committee is hereby repealed.

10. Force and Effect

That this By-law comes into force and takes effect upon the final passing thereof.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 29<sup>th</sup> day of March, 2011.

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Linda Thompson, Mayor

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S. C. Dawe, Municipal Clerk

SCHEDULE "A" TO By-law 35/2011  
HERITAGE PORT HOPE (HPH) ADVISORY COMMITTEE  
TERMS OF REFERENCE

**GOALS AND MANDATE**

1. Mission Statement
  - 1.1 To advise and assist Municipal Council on all matters relating to Part IV (Conservation of Buildings of Historic or Architectural Value, Designation of Properties by Municipalities) and to Part V (Heritage Conservation Districts).
  - 1.2 The mission of the Heritage Port Hope (HPH) Advisory Committee is to assist the Municipal Council to ensure that sound heritage conservation practices are followed throughout the Municipality of Port Hope, in accordance with the Ontario Heritage Act, the Ontario Planning Act and the Municipality's Official Plan and associated by-laws, and that ongoing plans for change and development recognize the heritage of the community so as to provide for the long-term benefit of individuals and the community at large. This mission shall be accomplished through the provision of advice and recommendations on heritage-related matters to Municipal Council and to members of the community.
  - 1.3 Heritage Port Hope (HPH) Advisory Committee recognizes that heritage conservation practice goes beyond strict regulations and enforcement to include a co-operative approach when working with property owners. Heritage Port Hope (HPH) Advisory Committee takes into consideration a property owner's perspective as part of its ongoing efforts to promote heritage conservation. Heritage Port Hope (HPH) Advisory Committee recognizes that adaptive reuse is a factor in allowing heritage buildings to survive for future generations.

**2. ROLES AND RESPONSIBILITIES OF THE HERITAGE PORT HOPE (HPH) ADVISORY COMMITTEE**

Heritage Port Hope (HPH) Advisory Committee is an Advisory Committee to Council, in compliance with the Ontario Heritage Act.

- 2.1 The Heritage Port Hope (HPH) Advisory Committee encourages sound conservation practices that identify and maintain the original context and intent of our heritage resources. This goal is pursued through the designation process and the provision of resources to owners of heritage properties to enable them to make informed decisions about the preservation and maintenance of their properties. Members of Heritage Port Hope (HPH) Advisory Committee execute their responsibilities and carry out the specific activities outlined in the following key areas:
  - 2.1.1 Provide advice to Council, proactively or as requested by Council, on all matters pertaining to heritage conservation and the requirements of the Ontario Heritage Act.
  - 2.1.2 Receive, assess, research, review and recommend to Council, approval/disapproval of all applications by property owners to have their properties designated as Heritage Properties under Part IV of the Ontario Heritage Act.
  - 2.1.3 Provide advice to Council on the administration of the Heritage Conservation District(s) and assist Council with proposed changes to the geographical boundaries of same.

- 2.1.4 Review and recommend approval/disapproval of all Heritage Permits, including Heritage Sign Permits, to alter (i.e. to add to, modify or demolish) Heritage Properties designated under Part IV and Part V of the Ontario Heritage Act. Where Heritage Port Hope (HPH) Advisory Committee recommends disapproval of a Heritage Permit or Heritage Sign Permit application, the applicant may appeal the recommendation of Heritage Port Hope (HPH) Advisory Committee to Council.
- 2.1.5 Oversee and monitor the compliance of heritage property owners with the Ontario Heritage Act and with the terms of approved Heritage Permits and advise Council of any issues of non-compliance.
- 2.1.6 Provide advice to owners and tenants of designated Heritage Properties on restoration and conservation methods and practices, as appropriate, and with the approval of the Heritage Port Hope (HPH) Advisory Committee Chair.
- 2.1.7 Provide advice to Council on matters that have the potential to impact the conservation of heritage streetscapes and landscapes.
- 2.1.8 Provide ongoing administration of the "Millennium Project" to create and maintain a detailed and continuing inventory of heritage properties (built and natural) that are designated or "listed" as being of architectural or historical significance, within the limits of the Council approved Heritage Port Hope (HPH) Advisory Committee Budget.
- 2.1.9 Conduct research, carry out surveys, assemble inventories of local properties and prepare draft documentation, as necessary, to assist Council to fulfill its obligations under the Ontario Heritage Act.
- 2.1.10 Provide education to the community on sound conservation practices and promote community interest and involvement in heritage conservation through the periodic publication of newsletters, the sponsorship of heritage fairs and expositions, the provision of library books, and other such activities approved by Heritage Port Hope (HPH) Advisory Committee, and within the Council approved Heritage Port Hope (HPH) Advisory Committee Budget.
- 2.1.11 Support the work of the Port Hope Branch of the Architectural Conservancy of Ontario (ACO) and the Heritage Business Improvement Area (HBIA), the Port Hope and District Chamber of Commerce, the Port Hope Tourism and Economic Development Advisory Committee(s) and other community organizations, by appointing liaison people.
- 2.1.12 Maintain a sound awareness of heritage activities under way across the province and country by maintaining membership in other heritage organizations and by participating in conferences, seminars, workshops and the like, within the Council approved Heritage Port Hope (HPH) Advisory Committee Budget.
- 2.1.13 Maintain an effective liaison with the Municipal Council through the Council Representative and with Municipal Staff through the Chief Building Official, and Administration and Finance Staff.
- 2.1.14 Heritage Port Hope (HPH) Advisory Committee may, upon the approval of Council, retain the consultative services of recognized local professionals or others whose advice is deemed to further the cause of heritage preservation. Such services would be retained on a voluntary basis and such volunteer advisors shall not have Heritage Port Hope (HPH) Advisory Committee Member privileges.
- 2.1.15 Heritage Port Hope (HPH) Advisory Committee assigns its appointed members to its sub-committees.

- 2.1.16 Heritage Port Hope (HPH) Advisory Committee appoints a member to the Municipality's Heritage Incentives Approval Committee.
- 2.1.17 As an Advisory Committee to Council, Heritage Port Hope (HPH) Advisory Committee reports to Council regularly through the Council Member appointed to Heritage Port Hope (HPH) Advisory Committee; by distribution to Council through the Municipal Clerk (Director of Corporate Services) the approved Heritage Port Hope (HPH) Advisory Committee meeting minutes; by annual report to Council; and by other reports as required or requested by Council.
- 2.1.18 Heritage Port Hope (HPH) Advisory Committee shall follow the Heritage Plaque Protocol in accordance with Schedule B of this By-law.

### 3. SUB-COMMITTEES:

3.1 There are four sub-committees of Heritage Port Hope (HPH) Advisory Committee, each of which is accountable to Heritage Port Hope (HPH) Advisory Committee for the execution of its specific assigned responsibilities. Each sub-committee makes regular reports at general meetings of Heritage Port Hope (HPH) Advisory Committee. The Chair of each sub-committee shall be a duly appointed member of Heritage Port Hope (HPH) Advisory Committee. Other members of sub-committees - who may or may not be members of Heritage Port Hope (HPH) Advisory Committee appointed by Council - may be appointed from time to time by HPH and shall comply with the relevant expectations described herein. Heritage Port Hope (HPH) Advisory Committee motions shall only be voted on by members of Heritage Port Hope (HPH) Advisory Committee who have been appointed by the Municipal Council.

#### 3.2 New Designations Committee:

3.2.1 The New Designations Committee consists of a minimum of three members. At least two of the three members will be Heritage Port Hope (HPH) Advisory Committee members appointed by Council, including the Chair. The other members, and any others that may be added or consulted from time to time, will be at the discretion of Heritage Port Hope (HPH) Advisory Committee but only members of Heritage Port Hope (HPH) Advisory Committee appointed by Council shall have voting privileges.

3.2.2 The New Designations Committee is accountable for recommending and assisting in the designation of buildings under Part IV of the Ontario Heritage Act. This Committee will also undertake inventories of other significant heritage resources in the Municipality. When cultural heritage resources are threatened by major alteration or demolition, this Committee will undertake documentation of the resource for the historical record before such work commences.

#### 3.3 Part IV Committee:

3.3.1 The Part IV Committee consists of a minimum of three members. At least two of the three members will be Heritage Port Hope (HPH) Advisory Committee members appointed by Council, including the Chair. The other members, and any others that may be added or consulted from time to time, will be at the discretion of Heritage Port Hope (HPH) Advisory Committee, but only Heritage Port Hope (HPH) Advisory Committee members appointed by Council shall have voting privileges.

3.3.2 The Part IV Committee is accountable for matters pertaining to Heritage Properties designated under Part IV of the Ontario Heritage Act that are not located within the Heritage District(s). This Committee makes recommendations regarding Part IV Heritage and Sign Permit applications and will advise and consult with Part IV designated property owners and tenants. In order to make its Permit recommendations in a timely manner, this Committee has the authority to render a recommendation on all such applications subject to specific conditions being met without consultation with the full Heritage Port Hope (HPH) Advisory Committee.

3.4 Heritage Conservation District(s) Committee:

3.4.1 The Heritage Conservation District(s) Committee consists of a minimum of five members. At least three of the five members will be Heritage Port Hope (HPH) Advisory Committee members appointed by the Municipal Council, including the Chair. The other members, and any others that may be added or consulted from time to time, will be at the discretion of Heritage Port Hope (HPH) Advisory Committee but only members appointed by Council shall have voting privileges.

3.4.2 The Heritage Conservation District(s) Committee is accountable for recommendations on matters pertaining to Heritage Properties designated under Part IV and Part V of the Ontario Heritage Act that are located within the Heritage Conservation District(s). This Committee makes recommendations on Heritage and Sign Permit applications for properties within the Heritage Conservation District(s), advises and consults with designated property owners and tenants, and recommends or advises on expansions to the existing Heritage Conservation District(s) or the creation of new ones. In order to make its Permit recommendations in a timely manner, this Committee shall have the authority to render a recommendation on all such applications for consent, refusal, or consent subject to specific conditions being met, without consultation with the full Heritage Port Hope (HPH) Advisory Committee.

3.5 Public Relations and Education Committee:

3.5.1 The Public Relations and Education Committee consists of a minimum of three members. At least two of the three members will be Heritage Port Hope (HPH) Advisory Committee members appointed by the Municipal Council, including the Chair. The other members, and any others that may be added or consulted from time to time, will be at the discretion of Heritage Port Hope (HPH) Advisory Committee, but only members appointed by Council shall have voting privileges.

3.5.2 The Public Relations and Education Committee undertakes public relations and educational initiatives, including such matters as research and reference materials, brochures, newsletters, displays, and workshops.

3.5.3 The Public Relations and Education Committee develops an information kit for new owners or tenants of designated Heritage Properties and makes appropriate presentations to them.

3.5.4 The Public Relations and Education Committee develops an information package for new appointed members of Heritage Port Hope (HPH) Advisory Committee.

### 3.6 Other Sub-Committees:

Other Ad Hoc Sub-Committees may be formed, as needed, by the Heritage Port Hope (HPH) Advisory Committee Executive Committee, but only members appointed by Council shall have voting privileges.

## **4. TERMS OF REFERENCE**

### 4.1 GENERAL

- 4.1.1 Committee Meetings shall be conducted in accordance with the Municipality's Procedural By-law and records shall be maintained in accordance with the Municipality's Records Retention By-law.
- 4.1.2 Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- 4.1.3 Members shall ensure that policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.
- 4.1.4 The Committee shall hold regular monthly meetings, as required, unless otherwise agreed by a majority vote of the members.
- 4.1.5 The Committee shall elect a chairperson and may elect a vice-chairperson, annually at its first meeting, or as soon as practicable, from among the members. In the absence of the chairperson, and vice-chairperson as the case may be, an acting chairperson may be appointed by a majority vote of the members present to preside at the meeting where the chairperson is absent.
- 4.1.6 At the first meeting of each year, or as soon thereafter as practicable, Heritage Port Hope (HPH) Advisory Committee shall form an Executive Committee, appointed for a 1 year term, to oversee the operations of Heritage Port Hope (HPH) Advisory Committee. The Executive Committee consists of the Chairperson, Vice-Chairperson, and the Committee Treasurer. Council appointed members of the Heritage Port Hope (HPH) Advisory Committee may by majority vote, appoint the Past Heritage Port Hope (HPH) Advisory Committee Chair as an ex-officio non-voting member to the Executive Committee to act in an advisory capacity.
- 4.1.7 The Committee shall provide recommendations to the Committee of the Whole on matters referred by Committee of the Whole/Council to the Committee.
- 4.1.8 The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for approved initiatives and is authorized to work jointly with other Municipal Committees and/or services in encouraging its goals.
- 4.1.9 Approved minutes shall be forwarded through the Municipal Clerk (Director of Corporate Services) for inclusion in the Committee of the Whole agenda.
- 4.1.10 The Chair shall submit an annual report outlining the Committee activities both past and current and proposed work plan for the upcoming year, to be submitted at the end of each year to Council through the Municipal Clerk (Director of Corporate Services).

## **5. ROLES AND RESPONSIBILITIES:**

### **5.1 CHAIRPERSON**

- Provide leadership to the Committee
- Chair Committee meetings in accordance with the Municipality's Procedural By-law
- Prepare agendas for meetings
- Report to Council annually and at other times as required
- Ensure that adopted minutes are forwarded to the Municipal Clerk (Director of Corporate Services) in a timely manner
- Act as spokesperson for the Committee
- Express consensus as reached by Committee
- Ensure that the Municipality's By-laws and Policies are adhered to with respect to all matters
- Ensure that all invoices recommended for payment are recorded in the minutes
- Ensure that invoices recommended by the Committee for payment are forwarded to the Municipal Finance Department for processing in a timely manner

### **5.2 VICE-CHAIRPERSON:**

- Act in the position of the Chairperson in the absence of the Chairperson.
- Otherwise, regular Committee member role.

### **5.3 COMMITTEE TREASURER:**

- Prepare an annual operating budget to be approved by the Heritage Port Hope (HPH) Advisory Committee and submitted to Council through the Municipal Treasurer for approval.
- Attend meetings of the Municipal Budget Committee with the Chair or another member of Heritage Port Hope (HPH) Advisory Committee to present the budget and answer any questions.
- Serve as the contact person between Municipal Staff and the Heritage Port Hope (HPH) Advisory Committee on matters of a financial nature.
- Ensure that expense accounts and coding each expenditure per budget category are recommended for payment and forwarded to the Municipal Finance Department.
- The Municipal Treasurer will provide a report to the Heritage Port Hope (HPH) Advisory Committee at the close of each month. The Committee Treasurer shall provide a financial report at each Heritage Port Hope (HPH) Advisory Committee meeting based upon the Municipal Treasurer's report.
- Ensure that all purchases are in accordance with the Municipality's Purchasing By-law.
- Ensure spending is within fiscal budget by regularly apprising the Heritage Port Hope (HPH) Advisory Committee of funds remaining to be spent in each budget category
- Notify the Municipal Budget Committee prior to December 1 of each year if there are any capital projects not completed during that year, or which used less than their budgeted amount, and for which funds are requested to be allocated into the next fiscal/calendar year, in accordance with the policies in effect for the Municipality.

### 5.3 COMMITTEE MEMBERS:

- Attend regular Committee meetings
- Advise the Chairperson if unable to attend a meeting
- Actively participate in Committee meetings
- Actively participate in carrying out the responsibilities of the Committee

### 5.5 RECORDING SECRETARY:

- The duties of the Recording Secretary, approved by the Municipality, are to record, process and distribute minutes and agendas, and to maintain the files of the Committee, including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.
- When the Recording Secretary is a Municipal employee or has a service contract with the Municipality, such Recording Secretary is a non-member, with no voting privileges.
- When the Recording Secretary is a Member of the Committee, subject to the approval of the Municipal Clerk (Director of Corporate Services), the Member Recording Secretary may retain voting privileges.
- The services of a Recording Secretary will be contracted on an annual basis, within the limits of the approved Heritage Port Hope (HPH) Advisory Committee Operating Budget. Duties of the Recording Secretary are as noted above and the duties as set out in the recording secretary service contract.

### 5.6 CHIEF BUILDING OFFICIAL:

- Is an ex-officio member.
- When authorized by By-law, the Chief Building Official or designate has authority to give consents in writing for the alteration of property pursuant to Section 33(1) of the Ontario Heritage Act and authority to issue permits for the alteration of property pursuant to Section 42 of the Ontario Heritage Act in those applications where the Heritage Port Hope (HPH) Advisory Committee has recommended in writing the consent or permit, as the case may be. If a consent to alteration under Part IV or a Heritage Permit for an alteration under Part V is not recommended by Heritage Port Hope (HPH) Advisory Committee, the CBO will forward the application to Council together with a report from Heritage Port Hope (HPH) Advisory Committee, for a decision from Council.
- Acts as a resource where Heritage Port Hope (HPH) Advisory Committee recommendations regarding structural elements and methods of construction affecting structure are required, within his/her jurisdiction.
- Acts as a resource where building codes might affect a Heritage Permit or a Heritage Approval application.
- Acts without members' input where decisions are required under the Ontario Building Code.
- Visits building sites where owners of designated properties have ongoing alterations recommended by Heritage Port Hope (HPH) Advisory Committee.
- Refers Heritage Permit Applications and Heritage Approval Applications to the appropriate sub-committee Chairperson for review and recommendation.

6. COUNCIL REPRESENTATIVE:

- Represents Council at Committee meetings.
- Serves as a liaison with Council, HBIA, Chamber of Commerce, and the public on matters affecting the Heritage Port Hope (HPH) Advisory Committee.

Schedule B to By-law 35/2011

Heritage Port Hope (HPH) Advisory Committee

Heritage Plaque Protocol

**PURPOSE:** The Corporation of the Municipality of Port Hope has identified the need to develop and adopt a protocol between Heritage Port Hope (HPH) Advisory Committee and the Municipality regarding administration of the Heritage plaque program.

- PROCEDURE**
1. Heritage Port Hope (HPH) Advisory Committee shall make recommendations to the Municipal Clerk for presentation to the Port Hope Municipal Council regarding proposed heritage designations under Part IV of the Ontario Heritage Act. The recommendations report shall include a complete property evaluation and statement of reasons for proposed designation in accordance with the provisions of the Ontario Heritage Act.
  2. Upon Council approval of a by-law authorizing designation of property under Part IV of the Act, the Municipal Clerk shall provide notice of passing in accordance with the provisions of the Ontario Heritage Act, including the property owner, the Ministry of Culture, the Ontario Heritage Trust; and in addition, provide notice of passing to Heritage Port Hope (HPH) Advisory Committee.
  3. Heritage Port Hope (HPH) Advisory Committee shall regularly make appropriate arrangements to purchase plaques within the approved Heritage Port Hope operating budget to ensure a minimal inventory of heritage plaques for presentation to heritage property owners upon designation.
  4. Heritage Port Hope (HPH) Advisory Committee shall, upon receiving notice of passing of a designating by-law, coordinate and arrange presentation of the heritage plaque to the property owner at a Council meeting in collaboration with the Corporation's Municipal Clerk.
  5. Heritage Port Hope (HPH) Advisory Committee shall prepare and maintain on behalf of the Municipality an inventory of heritage properties having received a heritage plaque. Copy of the inventory shall be provided to the Municipal Clerk for the master record.

Heritage Port Hope Advisory Committee (HPH)  
Consultation/Communications Protocol (relating to Development  
proposals under review by the Municipality)

Heritage matters remain a key focal point of the Municipality of Port Hope in general and Planning & Development Services Department in particular (both the Planning and Building Sections). That said, heritage matters are not the lens through which MPH staff see all development applications and proposals (particularly those outside of Part IV or Part V *Heritage Act* regulations).

Consultation with HPH remains an important aspect of reviewing development applications in order to ensure the Municipality's heritage streetscapes and landscapes are considered and maintained or enhanced wherever possible.

**Role of Municipality of Port Hope Staff**

The Director of Planning & Development Services shall appoint a staff member to attend monthly HPH meetings to provide an update and coordinate comments on both building and planning matters/applications.

**Role of Heritage Port Hope**

HPH will follow the established regulations in terms of the approved Code of Conduct and Terms of Reference for the HPH. For all Heritage Permit applications as well as those development applications (i.e. Site Plan, Site Plan Amendment, Plan of Subdivision, etc.) where Part IV or Part V of the *Heritage Act* regulations are applicable under the Provincial Policy Statement, HPH comments are required.

Development proposals which are reviewed by the Municipal Development Review Team (as part of the pre-submission consultation), where Part IV or Part V of the *Heritage Act* regulations are applicable under the Provincial Policy Statement, HPH comments are required; and shall include an HPH representative at the meeting in order to address any potential HPH concerns as early as possible.

**Required Info & Timing**

In order to provide a comprehensive review of the above-noted development applications, HPH shall be circulated a site plan drawing as well as a colour elevation in addition to standard elevations and exterior materials listing as early as possible prior to the deadline for comments. HPH will strive for a 14-day turnaround on development applications.

**Consultation with Staff**

Consultations and meetings between Staff and HPH members should, generally, be scheduled in advance and located in offices in Town Hall.

**Council Report**

The Planning & Development Services Department will ensure all correspondence and reports related to heritage matters are circulated to HPH on the Friday before presented to COW.

### **Heritage Applications**

- Heritage Applications are made available in the Planning & Development Services Department and on the Municipal website.
- Applicants may receive assistance in completing the application, where required, from staff in the Planning & Development Services department.
- Upon receipt of an application, staff will ensure the application is complete and all required supporting documentation has been provided.
- All pages will be stamped and signed as received and two copies will be made.
- Staff will forward one copy to the appropriate HPH Sub-Committee Chair (Part IV or Part V) for review with Committee members
- Within 14 days of receipt of the application (or 10 days in the case of a Building Permit – as required by The Act) the Committee's decision is returned to the Planning & Development Services Department noting approval or denial (with explanation as to why it was not approved).
- Planning & Development Services Department staff will contact the applicant by phone to review the decision and a confirmation letter will be mailed within 3 days.

### **Approval & Review of Protocol**

During each term of the HPH, the committee should review this Consultation/Communications Protocol to ensure it accurately reflects the original mandate of the committee.